Division of Workers' Compensation Administrative Office Support Assistant Jefferson City, Missouri



The Division of Workers' Compensation is seeking to fill an Administrative Office Support Assistant position in their Jefferson City Office. The position is non-merit and the starting salary is \$1,102.50 twice monthly.

Education and Experience:

- One or more years of clerical support experience as a Senior Office Support Assistant; or
- Four or more years of office related clerical experience including one year at the advanced clerical level (comparable to Senior Office Support Assistant) or two years above the entry level (comparable to Office Support Assistant); and possession of a high school diploma or GED certificate.
- Legal training and/or experience equivalent to paralegal certification preferred.

(Training from an accredited vocational or business school in Office Management, Secretarial Science, or a closely related area may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours, or 480 clock hours, for one year)

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for the required experience at a rate of 30 earned credit hours for one year).

Major Job Components:

- Serving as acting administrator of the Tort Victims' Compensation Program.
- Serving as an executive assistant to the administrative law judges in the Jefferson City Adjudication Office including legal research and writing.
- Recruiting and servicing customers in the Electronic Data Distribution Program.
- Ability to multi-task; prioritize and meet deadlines.

Interested individuals please email their completed DOLIR employment <u>application</u> and transcript to: <u>humanresources@labor.mo.gov</u> or fax to 573-751-3668 by April 19, 2013.

Inquires may be directed to Dorothy Session at (573)751-3584 in Human Resources.

Please review the minimum qualifications at: Administrative Office Support Assistant

EEO/ADA Employer